



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 10340.12A
SUPR16
23 JUL 1991

AIR STATION ORDER 10340.12A

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR INVENTORY CONTROL OF FUELS PROCURED FOR
STATION MOTOR VEHICLES/EQUIPMENT SUPPORT, GOVERNMENT QUARTERS
AND FACILITIES

Ref: (a) NAVSUP Manual, Vol II (NOTAL)

Encl: (1) Fuel Delivery Ticket (MCAS 10343/1)
(2) Gasoline-Oil Issue Form (5ND Gen 10340/2)

1. Purpose. To establish procedures for the inventory control of domestic fuels required to support government vehicles, equipment, quarters and facilities located at MCAS, Cherry Point, North Carolina.

2. Cancellation. AirStaO 10340.12.

3. Summary of Revision. This revision contains a substantial number of changes and should be thoroughly reviewed. The major changes in this revision are as follows:

a. Paragraph 4 revised to identify the number of underground tanks and the products which are contained in these tanks.

b. There are several other minor word changes throughout the order; e.g., the name of the Facilities Directorate, and the Supply Directorate Fuel Department (SUG).

4. Scope. This Order applies to requisitioning, receipt, expenditure, and inventory control of the following types of fuel:

- a. Unleaded gasoline.
- b. Number (No.) 2 fuel oil.
- c. Number (No.) 6 fuel oil.
- d. Kerosene.
- e. Diesel fuel.

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5. Background

a. Domestic fuels, required to support government vehicles, equipment, quarters, and industrial buildings, are procured by the Supply Directorate and stored in 25 underground tanks; ten at Tank Farm D for No. 2 fuel oil, two at Tank Farm D for kerosene, five at Tank Farm A for diesel fuel, three at Tank Farm A for unleaded gasoline, two at Tank Farm C for regular gasoline, two at Tank Farm C for unleaded gasoline and one at Tank Farm C for diesel fuel.

b. The Facilities Directorate, Facilities Maintenance Department receives No. 2 fuel oil and kerosene from Tank Farm D and makes deliveries to government owned buildings and quarters. Facilities are provided for dispensing each product into refuelers from loading stand through valves, pumps, and meters. The No. 2 fuel oil located at Tank Farm D is dispensed by Facilities Maintenance personnel.

c. The No. 2 and No. 6 fuel oils procured by the Supply Directorate from Defense Logistics Agency (DLA) contracts are delivered by commercial carrier directly to the Central Heating Plant. The approximate tank capacities for these fuels at the Central Heating Plant are as follows: No. 2 fuel oil 84,000 gallons and No. 6 fuel oil 225,000 gallons. Deliveries of No. 6 fuel oil are processed as direct turnover (DTO) transactions, which means that the fuel is procured with end use funds and only financial accounting is required by the Supply Directorate.

6. Responsibility

a. Supply Directorate. The Supply Directorate Fuel Department supervisor will determine the requirements for the maintenance of facilities, equipment, and allied resources necessary for the procurement, receipt, storage, handling, physical inventory, and dispensing of unleaded gasoline, diesel fuel, No. 2 and No. 6 fuel oil, and kerosene in support of MCAS, Cherry Point.

b. Facilities Directorate, Facilities Maintenance Department, Maintenance and Repair Division. The Maintenance and Repair Division supervisor will provide the personnel and necessary equipment to deliver No. 2 fuel oil and kerosene to government owned quarters/buildings and they will operate pumps, valves, and loading stands at Tank Farm D for filling refuelers from storage tanks. Further, the Maintenance and Repair Division will ensure that the pump house is locked and that all valves are properly secured when not in use. All malfunctions and discrepancies of equipment at Tank Farm D will be reported to the Supply Directorate, Fuel Department Supervisor (telephone 3942/3153) on a daily basis.

c. Facilities Directorate, Motor Transport Department. The Motor Transport Department supervisor will provide the personnel and the necessary refuelers to deliver unleaded gasoline and diesel fuel to the vehicles and equipment supported by the Motor Transport

Department. The responsibility for the security and the daily inventories of the fuel products in the refuelers will be assumed by the Motor Transportation Department.

7. Action

a. Requisitioning

(1) Unleaded Gasoline, No. 2 Fuel Oil, No. 6 Fuel Oil (For DTO), Diesel Fuel, and Kerosene

(a) Supply Directorate, Fuel Department

1 In accordance with the reference, the Fuel Department supervisor will submit an estimate of the ground fuel requirements, directly to the Defense Fuel Supply Center (DFSC), Cameron Station, Alexandria, Virginia 22314. DFSC will issue a Source Identification and Ordering Authority (SIOATH) which delegates ordering authority to the Contracting Department of the using activity. The Fuel Department Officer/Supervisor will ensure that the SIOATH instructions are followed and all orders are placed for the delivery of unleaded gasoline, No. 2 fuel oil, kerosene, No. 6 fuel oil (for DTO) and diesel fuel in accordance with the SIOATH. The fuels listed above are normally supplied by commercial contractors with the orders being placed by the Contracting Department.

2 Prepare a Request for Purchase Action, (NAVSUP Form 1153) in accordance with existing procedures for the delivery of all domestic fuels. Retain two copies of the NAVSUP Form 1153 and forward the remaining to the Supply Directorate, Requisitioning Processing Branch (SURR1), for processing. The request for purchase action will cite the date required for delivery.

(b) Supply Directorate, Requisition Processing Branch (SURR1). Receive NAVSUP Form 1153 from the Fuel Department and process in accordance with current Uniform Automated Data Processing System procedures. Ensure that the document has been financially edited by the Comptroller, Accounting Division prior to loading the Requisition Status File (RSF). After the document has been loaded into the RSF, provide the Contracting Department with the NAVSUP Form 1153.

(c) Supply Directorate, Contracting Department Supervisor

1 Unleaded Gasoline, No. 2 Fuel Oil, No. 6 Fuel, Diesel Fuel, and Kerosene

a Upon receipt of the NAVSUP Form 1153 and purchase cards, schedule order with existing contract citing the delivery order number and process in accordance with existing procedures.

b Prepare the DD Form 1155, cite complete accounting data including the local stock fund allotment and the appropriate budget project and affix appropriate signature.

c Retain a copy of the DD Form 1155 and mail two copies to DFSC, Cameron Station, Alexandria, Virginia 22314 and provide one copy each to the Fuel Department (SUG) and the Stock Requirements Division (SURS).

2 The Contracting Department Supervisor (SUL) is hereby designated the point of contact for local fuel contract matters. As such the supervisor will ensure that all provisions/requirements of the fuel contract are complied with by involved government personnel and that violations by the contractor are promptly reported to the DFSC Contracting Officer, Alexandria, Virginia.

(2) Nr. 6 Fuel Oil for Direct Delivery

(a) Facilities Directorate, Facilities Maintenance Department, Utilities Division Supervisor. As requirement dictates prepare a DD Form 1348 (6 Pt) and forward to the Supply Directorate, Fuel Department (SUG) at least five days prior to the requisitioning period.

(b) Supply Directorate, Fuel Department Supervisor. Upon receipt of the DD Form 1348 (6 Pt) from Facilities Directorate, Facilities Maintenance Department for fuel, walk document through Comptroller, Accounting Division, then to Supply Directorate, Requisition Processing Branch, and Contracting Department.

(c) Supply Directorate, Contracting Department Supervisor

1 Receive DD Form 1348 (6 Pt) and process within three days prior to the required delivery date in accordance with existing procedures.

2 Place order for the total quantity of No. 6 fuel oil required and prepare a DD Form 1155 against the appropriate DFSC contract.

3 Mail two copies of the DD Form 1155 to DFSC, Cameron Station, Alexandria, Virginia 22314 and forward one copy to the Fuel Department (SUG). Retain one copy of the DD Form 1155 in a pending file.

b. Receiving

(1) Supply Directorate, Fuel Department Supervisor

(a) Upon arrival of the commercial carrier, verify the type and quantity of fuel received against the carrier's delivery ticket.

(b) Provide the necessary man-hours, equipment, and facilities to expeditiously accomplish unloading in such a manner as to avoid or minimize demurrage charges by the carrier.

(c) Post receipts to the manual stock record and inventory control cards.

(d) Process or resolve shipper discrepancies in accordance with standard procedures and the applicable DFSC contract.

(e) Prepare a Material Inspection and Receiving Report (DD Form 250) citing a contract number, accounting data, shipment number, bill of lading number, quantity, price, and delivery ticket number on each fuel receipt. Forward the original and two copies of the DD Form 250 to DFSC, Cameron Station, Alexandria, Virginia 22314 for payment. Attach one copy of the DD Form 1153 to the DD Form 250 and forward both documents to the Stock Requirements Division (SURS) on all unleaded gasoline, No. 2 fuel oil, diesel fuel and kerosene receipts. Receipt documentation on No. 6 fuel oil procured for direct turnover will be distributed in the following manner. Mail the original and two copies of the DD Form 250 to DFSC for payment, forward one copy to the Facilities Maintenance Department, Utilities Division (LCA). Retain one copy of the receipt documentation for each type of fuel shipment.

(2) Supply Directorate, Contracting Department Supervisor

(a) Resolve unit price differences by contacting DFSC for verification of contract amendment/modifications.

(b) Perform follow-up on delinquent shipments when the estimated delivery date is not met.

(3) Supply Directorate, Stock Requirements Division Supervisor. Process the receipts through the Financial Inventory Control Ledger as appropriate.

(4) Facilities Directorate, Facilities Maintenance Department, Utilities Division. The Utilities Division Supervisor will ensure that a representative is available at the applicable No. 6 fuel oil storage site and will direct the driver to the the proper fill connections. At the completion of the off-loading operations, the Utilities Division representative will initial and date the carrier delivery ticket retaining one copy for record keeping purposes.

c. Issues

(1) No. 2 Fuel Oil and Kerosene

(a) Facilities Maintenance Department, Maintenance and Repair Division Supervisor. Will ensure that No. 2 fuel oil and kerosene is delivered to government owned quarters and buildings by government owned and operated refuelers on a scheduled basis. The Maintenance and Repair Division supervisor is responsible for obtaining fuel delivery tickets (enclosure (1)) for deliveries made from drivers and forwarding them to the Facilities Maintenance Financial Branch (LCA) on a daily basis.

(b) Facilities Directorate, Facilities Maintenance, Financial Branch Supervisor. Upon receipt of the fuel tickets from the Maintenance and Repair Division, separate and forward to the Housing Department (LH) and the Defense Reutilization Marketing Office (DRMO, ZWN). Prepare a DoD Single Line Item Release/Receipt Document (DD Form 1348 (6 Pt)) to cover the remaining meter tickets received from the Facilities Maintenance Department. Retain the meter tickets and forward DD Form 1348 (6 Pt) to the Supply Directorate, Fuel Department (SUG) weekly.

(c) Supply Directorate, Fuel Department Supervisor. Receive the end-use requisitions from Facilities Maintenance. Price and post data to the stock balance card and forward one copy to the Stock Requirements Division (SURS).

(d) Supply Directorate, Stock Requirements Division Supervisor. Upon receipt of the end-use document (DD Form 1348 (6 Pt)) extend the money value and process through the financial inventory control ledger as appropriate.

(e) Defense Reutilization Marketing Office (DRMO) Supervisor. Prepare an end-use requisition (DD Form 1348 (4 Pt/6 Pt)) to cover the meter tickets received from the Facilities Maintenance Financial Branch. Retain the meter tickets and forward the requisition to the Supply Directorate, Fuel Department (SUG) on a weekly basis.

(2) Diesel Fuel and Unleaded Gasoline

(a) Facilities Directorate, Motor Transport Department

1 Refueler Operator. Initial issue of diesel fuel and gasoline to the refuelers will be accomplished by utilizing enclosure (2), a Gasoline-Oil Issue Form (5ND GEN 10340/2) to indicate the total amount of fuel dispensed to each refueler. The Gasoline-Oil Issue Form will be signed by the operator of the refueler and copies distributed as follows: the original pass to the Supply Directorate, Fuel Department (SUG), and the pink copy to be retained by the operator. The refueler operator will be responsible to ensure that

fuel issues are accounted for on the proper documentation DD Form 1348 (6 Pt) or a Gasoline-Oil Issue Form. Upon emptying the refueler, the operator is responsible for returning the completed Gasoline-Oil Issue Forms to the Motor Transport Department Office. Any DD Form 1348 (6 Pt) will remain in the operator's possession until arrival at Tank Farm A. Upon arrival at the loading stand, the refueler operator will surrender the DD Form 1348 (6 Pt) to the tank farm operator.

2 Facilities Directorate, Motor Transport Department Office. The Gasoline-Oil Issue forms will be collected in the Motor Transport Department Office, verified and input into the automated system. Upon receipt of the computer printout and the DD Form 1348 (6 Pt) requisitions from the Regional Automated Services Center (RASC), appropriate personnel will verify and reconcile the computer printout and the DD Form 1348 (6 Pt). The DD Form 1348 (6 Pt) will be forwarded to the Fuel Department Inventory Control Manager (SUG.1) for posting to the stock balance cards.

(b) Supply Directorate

1 Tank Farm Operator. After filling the refueler, the tank farm operator will subtract the amount on the DD Form 1348 (6 Pt) from the total meter reading. The difference will be entered on the Gasoline-Oil Issue Form and forwarded to the Inventory Control Manager (SUG.1).

2 Inventory Control Manager. The Inventory Control Manager will post the data from the 1348 (6 Pt) to the stock balance cards and forward the documents to the Stock Requirements Division (SURS) for further processing.

3 Stock Requirements Division Supervisor. Upon receipt of the DD Form 1348 (6 Pt) from the Fuel Department Inventory Control Manager, extend the money value of the document and process through the Financial Inventory Control Ledger as appropriate.

d. Inventory of Fuel

(1) Supply Directorate, Quality Office, Physical Inventory Section Supervisor

(a) Conduct a physical inventory of fuel on the last workday of each month, with assistance as needed by personnel of the Fuel Department and the Facilities Directorate, Maintenance and Repair Division, and Utilities Division.

(b) Reconcile the results of the physical inventories with the balances shown on the stock record and inventory control card.

(2) Supply Directorate, Fuel Department Supervisor


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(a) Conduct physical inventories of fuel on a daily basis. Assistance will be rendered by personnel at the Physical Inventory Section, as required to reconcile on hand fuels and related records.

(b) Assist in the conducting and reconciliation of monthly physical inventories upon request from the Physical Inventory Section personnel.

(c) Maintain a stock record for each fuel transaction (receipts, issues, adjustments, etc.).

(3) Facilities Directorate, Facilities Maintenance Department, Maintenance and Repair Division, and Utilities Division. Assist in the conducting and reconciliation of physical inventories upon request from responsible Supply Directorate personnel.


D. T. SAVAGE
Chief of Staff

DISTRIBUTION: A-2 plus SUPR16 (5)

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FUEL DELIVERY TICKET (MCAS 10343/1)

U.S. GOVERNMENT PRINTING OFFICE: 1977-137-078

MCAS
CHERRY POINT, N.C.

DEGREE DAY DUE

TYPE FUEL

AREA

BUILD. NO. STREET

DATE OF DELIVERY
MCAS 10343/1 (8-77)

OPERATOR

PRODUCT

FUEL OIL NO.

YOUR SALE NO.

PREVIOUS SALE

METER READING
START OF DELIVERY

METER READING
END OF DELIVERY

TIME
A.M.
P.M.

AMOUNT

FINISH

10THS

READING - START

GALLONS DELIVERED

INSERT FACE DOWN THIS END FIRST

SAMPLE

ENCLOSURE (1)

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GASOLINE-OIL ISSUE FORM (5ND Gen 10340/2)

*U. S. GOVERNMENT PRINTING OFFICE: 1980-639-856

GASOLINE-OIL ISSUE
 5ND GEN 10340/2 (REV. 10-87)
 S/N 0199-LP-610-2429

55660

FOR EMBOSSED PLATE CHARGING ONLY

DATE

SERVICE STA. OR SHOP STOCK NO.

ACCTS.
DATA

MATER- IAL CODE	ITEM (COG. SYMBOL)	PRICE	EXTENSION
1-0	GASOLINE		
1-1	GASOLIN	GALS.	
1-2	DIESEL FUEL	GALS.	
2-2	MOTOR OIL (SAS-30)	QTS.	
RECEIVED		MILEAGE OR HOURS	

ENCLOSURE (2)